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**DES
NEWSLETTER
AUGUST 1993**

VOLUME 21

NUMBER 3



John E. Drendergast
Adjutant General

Dan Lieberg
Acting Administrator

Marc Racicot
Governor

Notes From the Administrator

The day of this writing is July 23, 1993 and I am still the Acting Administrator. I hope you are having a good summer, spring or whatever season it is that we are having.

I would like to comment on a few things that have, or haven't, occurred since the last newsletter. First, the Administrator position may have been filled by the time you receive this newsletter. The last legislature passed a law which gave State employees who have been laid off first crack at State positions that come open. We have two people who have applied for the DES Administrator position under this new law. The review of the applications and interviews will occur this week (July 20-24). If the review panel and the Adjutant General find either person qualified for the position, we may have permanent Administrator soon. If the two applicants are not qualified for the position, the position will be announced statewide. If the latter is the case, it will be sometime in September before the position is filled.

In the last newsletter, I told you about the FEMA budget which proposed a cost share for the 100% federally funded programs in the State office. The first committee that heard the FEMA budget reinstated the positions at 100% federal funding for federal fiscal year 1994. This is not final yet, but it is encouraging. I would anticipate, however, that all our FEMA funded programs at the State DES office will be on a 50/50 cost share in several years. Speaking of funding, I suppose all of you know that we will probably be facing a special session of the Legislature this fall. Our Department of Military Affairs is scheduled to meet with our Legislative sub-committee in early August in preparation for the special session.

Just a couple of short notes on things that have occurred this summer:

The State Emergency Response Commission (SERC) has been reorganized. Bob Robinson, Director of the Department of Health and Environmental Sciences, will be the new chair.

Custer County has received a State Disaster Declaration for flash flooding that occurred in early July. More counties may be added soon.

Dan McGowan left today for South Dakota to get on-the-job training for the Individual and Family Grant program (this opportunity may be timely)

Keep smiling, stay dry, and take care! I hope to see you August 31 at the fall training workshop.

Dan Lieberg
Acting Administrator

THE PREZ SEZ

I hope to see you in Helena for the important mid-year conference beginning on August 31st. You'll receive an agenda from DES on the specifics, but the plan is to learn during the day and have fun at night.

We'll have a scramble (best ball) golf tournament and barbecue at the Fox Ridge Golf Course in the East Helena Valley on the night of August 31st. Then we'll have another barbecue at the Fort Harrison Officer's Club on Wednesday evening, September 1st. The purpose of these two events is to encourage everyone to get together in an informal, relaxing atmosphere. I'd like to see the state staff and all local coordinators join us for a round of fun golf and a couple of barbecue dinners to close out the summer.

You'll receive the particulars in the mail; maps will be available to get you to the right place. Have a safe summer. I'll see you in Helena on August 31st.

Paul Spengler
DES Association President

FIVE-YEAR PLAN

The five-year planning process is well on its way to completion. The next crucial step is to develop the issues and strategies important to the agency mission and livelihood. Once these items have been developed, the planning team will meet to prioritize the issues and develop some type of window for completion. The last step will be to write a position paper and summarize the process outcome.

Dan McGowan

UPDATES

C.I.S.D.

The Critical Incident Stress Debriefing (C.I.S.D.) steering committee held its first meeting on May 24, 1993. Committee members elected a chair and co-chairperson, Ray Venzke and Bob Deaton. They identified 12 tasks which were important



to the project progress and members volunteered to research the areas of interest.

We are currently in the process of establishing a funding mechanism to accept donated funds. These funds will enable the steering committee members to continue meeting and developing the project. Their next scheduled meeting is set for September 28, 1993 at 9 a.m. in the State Emergency Operations Center.

Dan McGowan

DISASTER LOAN ASSISTANCE

Jo Alice Mospan, District Director of the U.S. Small Business Administration (SBA) - Helena, Montana, announced that small business owners in 34 Montana counties had until July 16, 1993 to apply for low interest loans to offset economic loss resulting from the reduced revenue to farmers and ranchers during the 1992 drought.

As of July 6, 1993, SBA had approved more than \$135,000 in low interest loans to affected business owners located in the disaster areas.

Dan McGowan

GRANTS

The USDOT concurred with the HMTUSA grants awarded by the SERC. Receiving awards were: Pondera LEPC, Toole LEPC, Silver Bow LEPC, Lewis & Clark LEPC, Choteau LEPC, Liberty LEPC (in conjunction with other Hi-Line LEPCs) and

the MSU Fire Training School. The MT DES Division is currently in the process of filling in another round of paperwork to set up the fund delivery system for the SERC.

Fred Cowie



EXERCISE DESIGN COURSE

The Exercise Design Course was successfully conducted May 18-20 at KwaTaqNuk Resort in Polson, Montana by Chris, Dan McGowan and Fred. Thirty six participants represented all areas of emergency management from Montana, North Dakota, South Dakota and Wyoming.

A note of appreciation and thanks to Dick Giffin, Lake County DES Coordinator, who sponsored the training activity and took a facilitator role during the course.

NancyJo Ilminen

INTRODUCTION TO EMERGENCY MANAGEMENT

The Introduction to Emergency Management Course was held in Spearfish, South Dakota on April 19-23. NancyJo assisted South Dakota Emergency Management as an adjunct instructor. Montana DES supported this training activity by sending six participants representing the Montana Highway Patrol, Pondera County Commission and DES Coordinators from Rosebud, Pondera and Big Horn Counties.

Montana participants are to be commended for all of their excellent presentations!

NancyJo Ilminen

HOME STUDY COURSES

HS-7, "A Citizen's Guide to Disaster Assistance", is now available. Please take advantage of this offering - it's one of the better home study courses.

NancyJo Ilminen

CURRENT AFFAIRS

QUERY

Q: When can the National Guard be called upon to assist political subdivisions?

A: The Montana National Guard can be of great assistance to local governments in times of disaster. There are a few issues to consider if your jurisdiction is requesting state assistance from the National Guard.

- Only the Governor can authorize and activate the National Guard and its resources. When a political subdivision asks for Guard assistance, it is asking the Governor to invoke his emergency powers because a public disaster has occurred or is imminent. The political subdivision must be treating the situation as an emergency; this action is

evidenced by the activation of the local emergency operations center or a proclamation by local officials that a state of emergency exists.

- Political subdivisions must activate the use of their own resources before requesting state assistance including the use of resources owned by the political subdivision or private resources obtained with local funds.

- When requesting state resources, jurisdictions should clearly describe the type of assistance required (transportation, debris removal and etc.), how long it will be needed and where staff/equipment should be sent. Do not attempt to identify specific resources (such as a specified type of truck); there may be another type of resource that can fulfill the same function in a more timely and efficient manner.

- Do not assume the National Guard is the most appropriate or only resource to fulfill the mission, or that it will respond to every request. Some tasks may not be appropriate or a priority use of Guard resources.

- Under established procedures, all requests for state assistance should be submitted to the Montana DES Division; coordination of resources are handled by this agency. Political subdivisions that directly contact state agencies or the National Guard for resources may actually impede the assistance process.

Chris Christensen

SURVIVING A DISASTER MEANS

PLANNING FOR ONE!!!!

Regardless of their type, man-made or natural, disasters have the potential to threaten lives and cause massive property damage. Hurricane Andrew, for example, ripped apart schools, businesses, homes and lives in the Southeast last August. Besides the abhorrent loss of life, Andrew inflicted \$15 billion in damages. Despite Andrew's fury, many lives and buildings were spared because disaster preparedness procedures were understood, taken seriously and practiced.

An emergency preparedness plan is key to ensuring the safety of students and faculty at all times. Keep these tips in mind when developing a plan to fit your schools' needs.

Formulating the Plan

- Be aware of natural and man-made emergencies such as tornadoes, earthquakes, floods and ice storms. Man-made disasters include civil strife, bomb threats, explosions, arson, vandalism and terrorism.

- Specific plans are more effective than a general plan.

- Plans should be specific and concise, but flexible enough to allow for adjustments and change as unexpected situations develop.

Writing the Plan

- Designate an administrative coordinator and define responsibilities and assignments of key staff for each potential disaster.

- Develop an evacuation plan and identify temporary shelter locations.

- Establish a procedure for safeguarding valuable records, computers and equipment.

- Locate alternate sites or buildings that are available to conduct classroom activity should existing ones be damaged.

- Transportation, catering, furniture and related operational needs should also be considered.

- Provide a list of emergency telephone numbers to all faculty, staff and students.

Implementing the Plan

- Educate / train students and faculty.

- Conduct regular drills.

- Track the experiences of others by asking them what worked and didn't work in their emergency preparedness plans.

- *If you would like the complete report on "Disaster Planning" or more information about CIGNA's products and services, please call Rich Reilly toll free at CIGNA Education Insurance Services, 1-800-992-6764 extension 1753.*

Republished from the June 1993 National School Board Association newsletter.

WHAT IS AN

EMERGENCY MANAGER

"The local emergency manager's task is to use a variety of resources, techniques, and skills to reduce the probability and impact of extreme events--and, should a disaster occur, to bring about a quick restoration of routine. Although emergency managers are key players in a disaster situation, they need not be "in charge" -- but has access to the resources, skills, and knowledge necessary to manage the situation effectively. The single most crucial aspect of effective emergency management is making sure *before* a disaster occurs that disaster responsibility, authority and channels of communication are clearly delineated."

Emergency Management: Principles and Practice for Local Government, Drabek & Hoetmer, EDS., ICMA, 1991.

Bill Thomas

MONTANA DES FALL TRAINING WORKSHOPS

The Fall Training workshop agenda has been finalized. Please complete FEMA Form 75-5 (General Admissions Application) and submit it to your District Representative for processing. *Please note:* those individuals who have taken G250.1 and G241, need not stay past Wednesday - September 1st.

COURSE NAME:

*G605 - New Coordinator's
Orientation*

DATE: Tuesday - August 31, 1993

TIME: 8:00 am

*LOCATION: State EOC,
Operations Room,
Helena, MT*

COURSE MGR: Jim Anderson

*INSTRUCTORS: Bill Thomas, Bill
Bishop, Norm Parent & Helena
Staff*

COURSE NAME:

*G378 - Local Hazard Mitigation
Planning*

DATE: Wednesday - Sept 1, 1993

TIME: 8:00 am

*LOCATION: VanNice Room,
Federal Reserve
Bank, Helena, MT*

COURSE MGR: Larry Akers

INSTRUCTORS: To be announced

COURSE NAME:

G250.1 - Continuity of Government

DATE: Thursday - Sept 2, 1993

TIME: 8:00 am

*LOCATION: State EOC,
Operations Room,
Helena, MT*

COURSE MGR: Chris Christensen

*INSTRUCTORS: Fred Cowie,
Clete Gregory (Pondera County) &
Wilma Puich (Butte/Silver Bow)*

COURSE NAME:

*G241-Decision Making and Problem
Solving*

DATE: Thursday - Sept 2, 1993

TIME: 8:00 am

*LOCATION: VanNice Room,
Federal Reserve
Bank, Helena, MT*

COURSE MGR: NancyJo Ilminen

*INSTRUCTORS: Larry Laknar
(Beaverhead County) and Bill
Murray (Cascade County)*

NancyJo Ilminen

DPI

Once again, it's that time and Dan McGowan is beating up everyone, making officious announcements in meetings, threatening people and chasing everyone up and down the halls screaming, "I must have your newsletter article today". I wish that boy would get a different job!

Well let's see, my last article resulted in only one unsolicited critical review. Since it is a subject that Mr. Witt uses a great deal these days, "Let's discuss Mitigation". To be more specific, I shall now discuss our upcoming local mitigation training course.

On September 1, 1993, the second day of the DES Fall

Training Workshop, a Hazard Mitigation course will be offered. The course will be oriented toward the local level with emphasis on how to prepare a Hazard Mitigation Project request; the process consists of a whole bunch of paperwork the Feds require. As most of you are aware, when the Presidential Disaster Declaration occurs, we must submit a detailed written mitigation plan to include well written projects. During a Presidential Declaration, we sort of have other things to do such as public assistance and individual assistance programs. In many instances, these three important programs require the attention and time of the same people. It is our goal to help the coordinators develop some mitigation goals and projects prior to a disaster.

In order for us to properly plan for a facility and the number of training aids, please fill out the pre-course questionnaire which will be forthcoming. I would put a copy here, but by the time McGowan gets this newsletter out you will probably have received it and returned it to me.

Larry Akers

EMI CHANGES

Mailing of Student Materials:

With the onset of metered mail that requires EMI to pay actual mailing costs, EMI will no longer be able to pay for shipping student materials back to the students' homes. This policy will apply to all resident classes, including "train-the-trainer" courses. Participants may wish to bring an extra piece of luggage to hold materials they collect at EMI. The campus store, O'Leary's, will continue to provide mailing services for students, as well as boxes, tape and etc.

Course Title Change: The final title of the revised *Civil Defense Systems, Programs and Policies Course* is *Emergency Management Preparedness Programs*. This new title replaces the interim title: *The All-Hazards Civil Defense Program, G245 and E371 and the Train-the-Trainer, E409*.

Course Deletion: The Creative Financing Course G243 has been dropped from the EMI curriculum and will not be offered

again. This means that persons who enroll for the PDS Capstone in FFY-94 will be required to complete only six courses for admission.



EXERCISE REPORTING

FFY-94 Guidance states "The focus on emergency management program planning and exercising is on the management of the consequences of disasters and emergencies, not on the causes or specific hazards. Therefore, exercises conducted in FY-94 under the State and Local Exercise Program (SLE) will be based on the testing and evaluation of **emergency functions** rather than on specific types: natural, technological or national security. State and local emergency program managers should choose scenarios that accurately reflect threats facing their particular communities".

The shift in emphasis has caused FEMA to change the exercise reporting process to better reflect data collection. The old method of capturing exercise information is out the door effective **October 1, 1993**. The new form, *Emergency Management Exercise Reporting System (EMERS)*, *FEMA Form 95-44 2/93*, replaces *FEMA Form 95-16 - Exercise Data Report* and *FEMA Form 90-2 - Disaster Response Questionnaire (DRQ)*. The data reported on this form (95-44) will be used to:

- track annual accomplishments against the 4-year exercise cycle;
- identify the type of hazard, objectives, scope and number of participants for each exercise;
- serve as a means of requesting exercise credit for actual occurrences; and
- highlight those areas where corrective actions need to be taken including planning, training, personnel, equipment and/or facilities.

Information on how to fill out the form is available through your District Representative and/or your Exercise Training Officer. Time has been set aside on August 31st (Fall Training) to further explain the program.

GRANT WRITING

Fred Cowie developed a one day project development / grant writing course for delivery to LEPC chairs / designees. The course was field tested in Forsyth on July 22nd as part of the District IV EPA Frontier Hazardous Materials Risk Management Project. Some participants in the class will be assistants during a fall / winter FFY 94 delivery of the course. More information concerning the LEPC grant writing course will be forthcoming soon.

Fred Cowie

"SHAKER '94"

Montana recently applied to the Emergency Management Institute for the field delivery of the Integrated Emergency Management Course (IEMC) to be conducted at the state level on the Federal Response Plan.

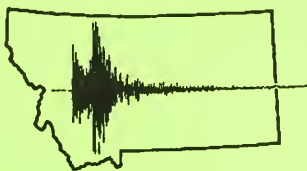
Governor Marc Racicot, in an endorsement letter to Laura Buchbinder (Superintendent of EMI), said, "Protecting the population is a

primary responsibility of all levels of government -- Federal, State and Local. Clearly, the ability of government to respond predictably and in an effective manner when disaster strikes is critical."

The Governor added, "I am personally committed to assist through my office, all state departments and agencies to the successful completion of this most valuable experience."

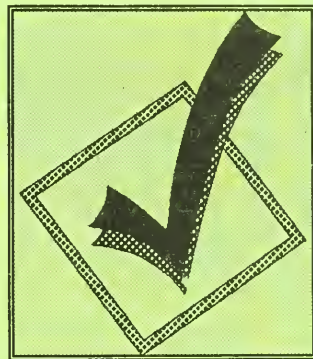
If Montana's application is approved the IEMC will be delivered in Helena in mid-September of 1994.

Bob Musselman



NEHRP FUNDS FOR LOCAL JURISDICTIONS

Citing the success of the Earthquake Program Supplemental Appropriation Grant Program in Montana during the last two years, officials of the National



Earthquake Hazard Reduction Program (NEHRP) plan to authorize the pass through of NEHRP funds from state programs to local jurisdictions nationwide.

At the National Earthquake Program Information Exchange Workshop held in Seattle in June, the NEHRP officials stated there is a strong possibility that up to 20% of a states' funding could be earmarked for pass through to local jurisdictions for mitigation projects.

We are justifiably proud that, once again, Montana is a model for the country.

Bob Musselman

ACKNOWLEDGEMENTS

FLATHEAD COUNTY PREPARES

Flathead County officials held a series of four town meetings over a period of two to three months to explain policies and procedures followed by the various county emergency service organizations. Discussion items included wildland-urban interface problems and what citizens can do to help, response times, resources, hazards and etc.

The need for the meetings became evident as the population of the Flathead Valley continues to increase dramatically. Officials attending the public meetings included the County Commissioner from the district where the meeting was held, the Sheriff, DES coordinator, Fire Chief and an EMS representative.

If you would like any information on the success of this project or how it was structured, contact Kim Potter at 756-5630.

THANK YOU

Thank you to all for the cards, phone calls, prayers and words of concern during my recent illness and surgery. Words can never express the gratitude I feel.

Elaine Wittkopp

Well Done!!

Lincoln County disaster response coordinator Mick Mills was commended for placing hazardous materials response trailers throughout the county. Three trailers filled with materials to help emergency respondents handle gasoline, oil or other toxic spills are located at Troy, Libby and Eureka. Officials expect response times to be shortened dramatically now that cleanup materials are ready to be moved at a moment's notice.

INTERESTING TIDBITS

WATER AT ITS BEST

In the past year, communities from Florida to California have experienced tap-water shortages and contamination. To aid communities with drinking

water problems, the International Bottled Water Association, which represents 1,000 bottlers, distributors and suppliers in the bottled water industry, is launching a new toll-free Bottled Water Hotline.

By calling the hotline at **1-800-WATER11**, communities will be able to ensure the fastest possible distribution of bottled water in their area. The hotline is staffed from 9:00 a.m. to 5:00 p.m.(ET) and periodically monitored for after-hours calls on nights and weekends.

HINTS

Butte Silver Bow is inserting emergency information sheets into pay packets for 400 county employees.

Topics include Fire Evacuation, Bomb Scare Evacuation and Earthquake Safety. Call Wilma Puich, DES Coordinator, for additional information (782 - 1515).

Welcome to the World!!

♦ Breque Robert Shephard ♦

BORN: May 27, 1993
TIME: 10:12 a.m.
WEIGHT: 9lbs 7ozs
LENGTH: 22½ inches

Monique's back in the swing of
things and the little devil's fine and
growing like a weed.



1994 GOVERNOR'S CONFERENCE



WILL BE HELD IN

BILLINGS AT THE

HOLIDAY INN

FEBRUARY 15-18,
1994.

**FOR
YOUR
INFORMATION**



The Montana Disaster and Emergency Services Newsletter is a quarterly publication of the Disaster and Emergency Services Division. It is funded, in part by a grant from the Federal Emergency Management Agency.

Contributions of articles and ideas are welcome. Deadlines for submission are January 8–February issue, April 8–May issue, July 8–August issue and October 8–November issue.

The editor reserves the right to edit for clarity and length. The articles in this newsletter do not constitute official policy. Questions regarding articles may be addressed to the DES Newsletter Editor.

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